

Chapter 3 - Petition Screen - PET

Juvenile Petition Screen

The petition screen is used to add information about the petitions filed against the juvenile or a petition of neglect/abuse. Users must have security to be able to update case information.

Accessing the Petition Screen:

NXT TRAN PET TYPE ADD CASE NBR 20025555 PET 20025555 EVT PTY

From the Next Tran Line, enter PET in the Next Tran field and the option that you want to perform (ADD, INQ, MOD, DEL) along with the case number, suffix number and petition number. Press <Enter> and the system will display the case screen.

Petition ADD Case# 20025555 Petition# 20025555 Type DL Filed 0901 2002

Jurist _____ Attorney _____ Type _____ Worker _____ Public _____ Service Type _____

Name _____ Name _____ Name _____ SSN _____

Name DELINQUENT CASE, _____ DOB _____ Gen _____ Race _____

Petition Opened _____ Jurist _____ Adjud _____ Jurist _____ Code _____

Petn Authorized _____ Jurist _____ Paper Plate _____

Offense Date _____ Loc _____ Petitr _____ CTN _____ Cmp _____

Reopen Date _____

Num	ORIG/PACC Comment	ALCSI	AMND/PACC Comment	ALCSI	Dis	Evt Attributes

Nxt Tran PET Type ADD Case# 20025555 Petn# 20025555 Event# _____ Pty _____

F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System

F8=Probate F9=Name Inq F10=Attny Inq F13=Notes F14=Dkt.Inq F16=Inv.Cal

More...

12/038

Following are the field descriptions for the Case Screen.

~Petition~

This area displays the screen that you are in along with the transaction type you are performing.

~Case #~

This area displays the case number . Listed next to the case number will be the suffix number. Suffix numbers are used when there are multiple children in one case.

~Petition~

This area displays the petition number that you are working on.

~Type~

This is the type of the case as entered on the case screen.

~Filed~

Enter the date the petition was filed with the court.

~Jurist~

This is the jurist that is handling this case as entered on the case screen..

~Attorney~

This is the attorney that represents the minor as entered on the case screen.

~Type~

This is the type of attorney, A = Appointed or R = Retained as entered on the case screen.

~Worker~

This is the worker assigned to this case as entered on the case screen.

~Public~

Enter the public status of this case. Press <F4> for a list of valid statuses.

~Service Type~

This is the service type for this case as entered on the case screen.

~SSN~

This is the social security number for the juvenile as entered on the case screen.

~Name~

Enter the name of the juvenile. The name must be entered using the name entry rules that are listed in Chapter One. The name index is updated by the petition screen.

~DOB~

This is the juveniles date of birth as entered on the case screen.

~Gender~

This is the juveniles gender as entered on the case screen.

~Race~

This is the race of the juvenile as entered on the case screen.

~Petition Opened~

enter the date this petition was opened.

~Jurist~

Enter the jurist that opened this petition. Press <F4> for a list of valid jurists.

~Code~

Enter the code which best describes the adjudication of this petition. Press <F4> for a list of valid adjudication codes. This code will be counted on caseload.

~Petition Authorized~

Enter the date that this petition was authorized.

~Jurist~

Enter the jurist that authorized this petition. Press <F4> for a list of valid jurists.

~Paper Plate~

Enter a "Y" if a paper plate was issued to the juvenile because the juvenile is a repeat offender.

~Offense Date~

enter the date the offense occurred on.

~Location~

Enter the location code that this petition occurred in. Press <F4> for a list of valid offense locations.

~Petitioner~

Enter the petitioner for this petition. Press <F4> for a list of valid petitioners.

~CTN~

Enter the criminal tracking number from this petition. This field may be mandatory depending on the PACC code that is entered.

~Complaint~

Enter the police complaint number.

~Num~

This is the number of charges for this petition. The system automatically enters the numbers.

~Orig PACC~

Enter the PACC number for the original charges on the petition. Press <F4> for a list of valid charges.

~ALCSI~

Enter the code associated with the charge if applicable. Press <F4> for a list of valid codes.

~AMMND/ PACC~

Enter the amended PACC code for this charge. Press <F4> for a list of valid charges.

~ALCSI~

Enter the code associated with the amended charge if applicable. Press <F4> for a list of valid codes.

~Disposition~

Enter the disposition code for this charge. Press <F4> for a list of valid codes.

~Event~

Enter the event in which the disposition was completed.

~Comment~

Enter the comment you want to display for the charge. If nothing is entered in this field, the system will automatically enter the description for the charge.

~Attributes~

The system will display charge attributes for each charge. Attributes are entered on the file maintenance menu. Following is a list of attributes that might appear.

CVA = crime victims assessable

DNA = dna testing required

ABS = abstractable

CHR = juv reportable

HIV = HIV testing required

SOR = sex offender registration required

Adding or Modifying a Petition

From the Next Tran Line, enter the following:

Adding:

NXT	TRAN	<u>PET</u>	TYPE	<u>ADD</u>	CASE	NBR	<u>20035555</u>	___	PET	<u>20035555</u>	EVT	___	PTY	___
-----	------	------------	------	------------	------	-----	-----------------	-----	-----	-----------------	-----	-----	-----	-----

Modifying:

NXT	TRAN	<u>PET</u>	TYPE	<u>MOD</u>	CASE	NBR	<u>20035555</u>	___	PET	<u>20035555</u>	EVT	___	PTY	___
-----	------	------------	------	------------	------	-----	-----------------	-----	-----	-----------------	-----	-----	-----	-----

When all information has been added, press <Enter> and the system will display the screen you requested.

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Petition ADD Case# 20025555 Petition# 20025554 Type DL Filed 0901 2002
Jurist _____ Attorney _____ Type _____ Worker _____ Public _____ Service Type _____
Name _____ Name _____ Name _____ SSN 000000000
Name DELINQUENT,CASE, _____ DOB _____ Gen _____ Race _____
Petition Opened _____ Jurist _____ Adjud _____ Jurist _____ Code _____
Petrn Authorized _____ Jurist _____ Paper Plate _____
Offense Date _____ Loc _____ Petitrnr _____ CTN _____ Cmp _____
Reopen Date _____

Num ORIG/PACC ALCSI AMND/PACC ALCSI Dis Evt
Comment Comment Attributes
_____|_____|_____|_____|_____|_____|_____|
_____|_____|_____|_____|_____|_____|_____|
_____|_____|_____|_____|_____|_____|_____|
_____|_____|_____|_____|_____|_____|_____|
_____|_____|_____|_____|_____|_____|_____|
_____|_____|_____|_____|_____|_____|_____|
_____|_____|_____|_____|_____|_____|_____|
_____|_____|_____|_____|_____|_____|_____|

More...
Nxt Tran PET Type ADD Case# 20025555 Petrn# 20025554 Event# _____ Pty _____
F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System
F8=Probate F9=Name Inq F14=Dkt.Inq F16=Inv.Cal

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Enter all information regarding the petition and press <Enter>. The system will save the petition.

Adding a Petition to Multiple Children

From the Next Tran Line. Enter the following information:

NXT	TRAN	PET	TYPE	ADD	CASE	NBR	00001234	PET	11100000	EVT	PTY
-----	------	-----	------	-----	------	-----	----------	-----	----------	-----	-----

NOTE: The suffix number **must** be left blank when adding a petition to multiple children.

When all information has been added, press <Enter> and the system will display the screen you request-

Petition ADD Case# 00001234 Petition# 11100000 Type NA

1 NEGLECT/MULTIPLE TEST/ 2 NEGLECT/MULTIPLE TEST TWO/

Petition Opened Jurist Adjud Jurist Code +

Petn Authorized Jurist

Offense Date Loc Petitr CTN Cmp

Reopen date

Num	CURR/PACC	ALCSI	AMND/PACC	ALCSI	Dis	Evt
	Comment		Comment			Attributes

More...

Nxt Tran PET Type ADD Case# 00001234 Petn# 11100000 Event# Pty

F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System

F8=Probate F9=Name Inq F14=Dkt.Inq F16=Inv.Cal

02/002

1902 - Session successfully started \\SCAO\1N54QLS on Ne05:

As you will see, the system has returned all children for this case. Enter and "X" next to the child(ren)'s name(s) that this petition is for and fill the remaining fields of the petition screen. Press <Enter> and the system will create a petition for each child selected.

Note: You can add a petition to multiple children but you have to modify individual petitions. Follow the instructions for modifying petitions.

Inquiring on a Petition

From the Next Tran Line enter the following information:

NXT TRAN PET TYPE INQ CASE NBR 11009008 PET 11009008 EVT PTY

When all information has been added, press <Enter> and the system will display the screen you requested.

Petition INQ Case# 11009008 Petition# 11009008 Type DL Filed 0101 2003

Jurist Attorney Type Worker Public Service Type

Name Name Name SSN 000000000

Name TEST DELINQUENT CHANGED// DOB Gen Race

Petition Opened 101 2003 Jurist Adjud Jurist Code

Petn Authorized Jurist Paper Plate

Offense Date Loc Petitr PA2 CTN Cmp

Reopen Date

Num	ORIG/PACC	ALCSI	AMND/PACC	ALCSI	Dis	Evt
	Comment		Comment			Attributes
1	287 269A					
	DOGS - REFUSING TO PRODUC					

Nxt Tran PET Type INQ Case# 11009008 Petn# 11009008 Event# Pty

F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System

F8=Probate F9=Name Inq F14=Dkt.Inq F16=Inv.Cal

More...

22/013

1902 - Session successfully started \\SCAO\1N54QL5 on Ne05:

The system will return the petition inquiry screen for you.

Deleting a Petition

From the Next Tran Line enter the following information:

NXT	TRAN	PET	TYPE	DEL	CASE	NBR	895019	__	PET	00000953	EVT	__	PTY	__
-----	------	-----	------	-----	------	-----	--------	----	-----	----------	-----	----	-----	----

When all information has been added, press <Enter> and the system will display the screen you requested.



If you are certain that you want to delete this petition, press <Enter> and the system will return the following screen.

RECORDS DELETED			
RESPNT	RECORDS DELETED	00	
PETN	RECORDS DELETED	01	
CHARGE	RECORDS DELETED	01	
NAME	RECORDS DELETED	01	
ABS	RECORDS DELETED	01	
SCHED	RECORDS DELETED	06	
DISPS	RECORDS DELETED	77	
PARTY	RECORDS DELETED	00	
DOCKET	RECORDS DELETED	30	

PRESS F3 TO CONTINUE

MA b A 01/001

Connected to remote server /host OSMSOUTH using port 23 \\SCAO\1N54QLS on Ne05:

The system will display the records that were deleted. Press <Enter> to exit this screen. The petition and any events that were attached to it are deleted.

NOTE: Be sure of your case/petition number. Once the petition is deleted all events attached to it are deleted as well. Delete's can't be undone. If financial records exist, the ARU must be turned inactive before the case can be deleted.

Re-Opening a Petition

From the Next Tran Line, enter the following information.

NXT TRAN PET TYPE MOD CASE NBR 20035555 PET 20035555 EVT PTY

When all information has been added, press <Enter> and the system will display the screen you requested.

Petition MOD Case# 11009008 Petition# 11009008 Type DL Filed 0101 2003
 Jurist Attorney Type Worker Public Service Type
 Name Name Name SSN 000000000
 Name TEST DELINQUENT CHANGED// DOB Gen Race
 Petition Opened 101 2003 Jurist Adjud Jurist Code
 Petn Authorized Jurist Paper Plate
 Offense Date Loc Petitr PA2 CTN Cmp
 Reopen Date
 Num ORIG/PACC ALCSI AMND/PACC ALCSI Dis Evt
 Comment Comment Attributes
 1 287 269A
 DOGS - REFUSING TO PRODUC
 More...
 Nxt Tran PET Type MOD Case# 11009008 Petn# 11009008 Event# Pty
 F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System
 F8=Probate F9=Name Inq F14=Dkt.Inq F16=Inv.Cal
 02/062
 1902 - Session successfully started \\SCAO\1N54QL5 on Ne05:

Enter the date the petition reopened in the “Reopen Date” and clear the “Adjud” date and code fields and press <Enter>.

Amending a Charge

From the Next Tran Line, enter the following information.

NXT TRAN PET TYPE MOD CASE NBR 11009008 PET 11009008 EVT PTY

When all information has been added, press <Enter> and the system will display the screen you requested.

Petition MOD Case# 11009008 Petition# 11009008 Type DL Filed 0101 2003
 Jurist Attorney Type Worker Public Service Type
 Name Name Name SSN 000000000
 Name TEST DELINQUENT CHANGED// DOB Gen Race
 Petition Opened 101 2003 Jurist Adjud Jurist Code
 Petn Authorized Jurist Paper Plate
 Offense Date Loc Petitr PA2 CTN Cmp
 Reopen Date

Num	ORIG/PACC	ALCSI	AMND/PACC	ALCSI	Dis	Evt
	Comment		Comment			Attributes
1	287 269A		287 262-A			
	DOGS - REFUSING TO PRODUC		DOG UNLICENSED			

Nxt Tran PET Type MOD Case# 11009008 Petn# 11009008 Event# Pty
 F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System
 F8=Probate F9=Name Inq F14=Dkt.Inq F16=Inv.Cal

MR b 11/031
 1902 - Session successfully started \\SCAO\1N54QL5 on Ne05:

Enter the amended charge in the AMND/PACC field and press <Enter>. The system will save the changes.

Note: Orders will print using the amended charge as the charge that was adjudicated.

Adding Supplemental Petitions

Supplemental petitions are not added as a new petition. Supplemental petitions are events created from the original petitions. following are instructions for creating supplemental petitions.

Violation of Probation - Supplemental

1. Add an EVENT to the petition in which adjudication was made using the event type "VIO - Violation of Probation". Include in this event, any hearing that may be scheduled for this hearing using the hearing type "PVH - Probation Violation Hearing".
2. All hearings scheduled for Violation of Probation will be called "Probation Violation Hearings - PVH".
3. DO NOT enter dispositions for Probation Violations on the petition screen. Dispositions for Violation of Probations will be made on the EVENT screen only.

Petition for Rehearing - Supplemental Petition:

1. Add an EVENT to the petition in which adjudication was made using the event type "PRE - Petition for Rehearing". Include in this event, any hearing that may be scheduled for this using the hearing type "REH - Rehearing".
2. All hearings on a Petition for Rehearing will be called "Rehearings REH".
3. DO NOT enter dispositions for Rehearings on the petition screen. Dispositions for Rehearings will be made on the EVENT screen only.

Petition for Termination of Parental Rights - Supplemental Petition:

1. Add an EVENT to the petition in which adjudication was made using the event type "PTP - Petition (Original/Amended) to Terminate Parental Rights" or "PTT - Petition (Supplemental) to terminate parental rights". Include in this event, any hearing that may be scheduled for this using the hearing type "HPC - Permanent Custody/Termination Hearing".
2. All hearings on a Petition for Rehearing will be called "Permanent Custody/Termination Hearing".
3. DO NOT enter dispositions for Rehearings on the petition screen. Dispositions for Termination of Parental Rights will be made on the EVENT screen only.

Supplemental Petition:

1. Add an EVENT to the petition in which adjudication was made using the event type "SPN - Supplemental Petition". Include in this event, any hearing that may be scheduled.

Authorizing a Petition

From the Next Tran Line, enter the following information.

NXT TRAN PET TYPE MOD CASE NBR 20035555 PET 20035555 EVT PTY

When all information has been added, press <Enter> and the system will display the screen you requested.

Petition MOD Case# 11009008 Petition# 11009008 Type DL Filed 0101 2003

Jurist Attorney Type Worker Public Service Type

Name Name Name SSN 000000000

Name TEST DELINQUENT CHANGED// DOB Gen Race

Petition Opened 101 2003 Jurist Adjud Jurist Code

Petn Authorized Jurist Paper Plate

Offense Date Loc Petitr PA2 CTN Cmp

Reopen Date

Num	ORIG/PACC	ALCSI	AMND/PACC	ALCSI Dis	Evt	Attributes
1	287 269A					
	DOGS - REFUSING TO PRODUC					

Nxt Tran PET Type MOD Case# 11009008 Petn# 11009008 Event# Pty

F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System

F8=Probate F9=Name Inq F14=Dkt. Inq F16=Inv. Cal

More...

02/062

1902 - Session successfully started

\\SCAO\1N54QL5 on Ne05:

Enter the date the petition was authorized and the jurist that authorized it and press <Enter>. The system will save the changes.

Adjudicating a Petition

From the Next Tran Line, enter the following information.

NXT TRAN PET TYPE MOD CASE NBR 20035555 PET 20035555 EVT PTY

When all information has been added, press <Enter> and the system will display the screen you requested.

Petition MOD Case# 11009008 Petition# 11009008 Type DL Filed 0101 2003

Jurist Attorney Type Worker Public Service Type

Name Name Name SSN 000000000

Name TEST DELINQUENT CHANGED// DOB Gen Race

Petition Opened 101 2003 Jurist Adjud Jurist Code

Petn Authorized Jurist Paper Plate

Offense Date Loc Petitr PA2 CTN Cmp

Reopen Date

Num	ORIG/PACC	ALCSI	AMND/PACC	ALCSI	Dis	Evt
	Comment		Comment			Attributes
1	287 269A					
	DOGS - REFUSING TO PRODUC					

Nxt Tran PET Type MOD Case# 11009008 Petn# 11009008 Event# Pty

F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System

F8=Probate F9=Name Inq F14=Dkt.Inq F16=Inv.Cal

More...

MP b 02/062

1902 - Session successfully started \\SCAO\1N54QL5 on Ne05:

Enter the date the petition was adjudicated, the jurist that adjudicated the petition and the code that best describes the adjudication. All charges need to be disposed of as well. Enter the disposition code for each charge along with the event that the charge was disposed at.

Note: This process must be completed at the time of adjudication/disposition. These fields affect many reports and if the information is not correctly entered, your reports will not be correct.

Repeat Offender/Paper Plate

When the court receives a paper plate for a juvenile, the petition screen must be updated to reflect the changes and pass the correct information on to the abstract screen.

From the Next Tran Line, enter the following information.

NXT	TRAN	PET	TYPE	MOD	CASE	NBR	20035555	PET	20035555	EVT	PTY
-----	------	-----	------	-----	------	-----	----------	-----	----------	-----	-----

When all information has been added, press <Enter> and the system will display the screen you requested.

Petition MOD Case# 11009008 Petition# 11009008 Type DL Filed 0101 2003

Jurist Attorney Type Worker Public Service Type

Name Name Name SSN 000000000

Name TEST DELINQUENT CHANGED// DOB Gen Race Code

Petition Opened 101 2003 Jurist Adjud Jurist Code

Petn Authorized Jurist Paper Plate Y

Offense Date Loc Petitrn PA2 CTN Cmp

Reopen Date

Num	ORIG/PACC	ALCSI	AMND/PACC	ALCSI	Dis	Evt
	Comment		Comment		Attributes	
1	287 269A					
	DOGS - REFUSING TO PRODUC					

Nxt Tran PET Type MOD Case# 11009008 Petn# 11009008 Event# Pty

F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System

F8=Probate F9=Name Inq F14=Dkt.Inq F16=Inv.Cal

MP b 07/014

1902 - Session successfully started \\SCAO\1N54QLS on Ne05:

Enter a "Y" in the paper plate field and press <Enter>. The system will return the following screen.

Petition MOD Case# 11009008 Petition# 11009008 Type DL Filed 0101 2003
 Jurist Attorney Type Worker Public Service Type
 Name Name Name SSN 000000000
 Name TEST DELINQUENT CHANGED// DOB Gen Race
 Petition Opened 101 2003 Jurist Adjud Jurist Code
 Petn Authorized Jurist Paper Plate Y
 Offense Date Loc Petitr PA2 CTN Cmp
 Reopen Date
 Num ORIG/PACC ALCSI
 Comment
 1 287 269A
 DOGS - REFUSING TO PRODUC
 11009008 Vehicle Information ADD
 11009008
 Plate: Year: Make:
 VIN:
 F3=Exit Enter=Continue F4=Prompt F1=Help
 More...
 Nxt Tran PET Type MOD Case# 11009008 Petn# 11009008 Event# Pty
 F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System
 F8=Probate F9=Name Inq F14=Dkt. Inq F16=Inv. Cal
 13/042
 I902 - Session successfully started SCAO\IN54QLS on Ne05:

Enter the information into the following fields:

~Plate~

Enter the plate number from the vehicle.

~Year~

Enter the year of the vehicle.

~Make~

Enter the made of the vehicle. Press <F4> for a list of valid automobile makes.

~Vin~

Enter the VIN - vehicle identification number of the vehicle.

After all fields have been entered, press <Enter>. The system will save the changes.